



news and information
for employees of the
City of Saint Paul

March 4, 2005

Microsoft Home Use and
Employee Purchase
Programs

Karl Neid Community
Involvement Award

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Microsoft Home Use and Employee Purchase Programs

The Microsoft Home Use Program (HUP) and Employee Purchase Program (EPP) are part of the City's Microsoft Enterprise Agreement.

HUP allows City users of Microsoft Office Standard edition to run the software on their home computer for personal use. If you are using Microsoft Office Standard edition on your work desktop, you are entitled to the Microsoft Office Standard edition on your home PC as long as you are a current employee of the City. This includes Word, Excel, PowerPoint and Outlook. Access is not included. You will be able to run this software on your home computer until the end of the Agreement that the City has with Microsoft which is 1/31/2011. To take advantage of this offer, you must register online and pay the price of the media, \$25 (+ Tax/Shipping). This media cost covers all products in the Standard Edition. One Standard Edition license per employee

may be ordered under HUP.

With EPP City users are eligible to purchase some of Microsoft's most popular consumer software and hardware at discounted prices. This offering includes products such as Microsoft Windows® XP Professional, Microsoft Money 2003 and some of the newest games and hardware. You may purchase up to three copies of any product available.

If you qualify and are interested in either program, please contact ishelp@ci.stpaul.mn.us for instructions and the required program code.

Please note that the City is not a party to any purchases by employees for either services or products. The purchasing relationship for the services and/or products is between the employee and vendor. The City is not recommending the services or products. The City is only informing employees, that because of our agreement with the vendor, employees, if they wish, can have these services and/or products, at a discount.

Karl Neid Community Involvement Award

You still have time to nominate a co-worker for this prestigious award. The award annually recognizes a city employee who is not only an outstanding employee, but is active in his/her community. Preference is given to individuals

whose involvement directly benefits a community within the City of Saint Paul.

Nomination forms can be mailed, faxed, or e-mailed to you. To request a nomination form, please contact Darlyne Morrow at 266-8525.

The deadline for accepting nominations is April 8, 2005.

City job openings as of March 4th, 2005

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
03/04/05	Clerk-Typist II	\$1,000.44 bi-weekly	See Job Ann
03/08/05	Landscape Architect III (prom)	\$2,040.16 bi-weekly	See Job Ann
03/09/05	Electrician	\$34.18 per hr	See Job Ann
04/15/05	Parks Worker I (seasonal/temp)	\$7.75/\$8.42 per hr	See Job Ann
04/29/05	Fire Protection Engineer	\$2,040.16 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after March 2, 2005, please call our 24-hour job line, (651) 266-6502.

www.ci.stpaul.mn.us

Places to go. Things to do.

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